

STATE AGENCIES AS VENDORS

There are approximately 150 vendors set up for state agencies and their divisions. They are set up primarily for IDB payments, but they can also be used in regular vouchers. Keep in mind the following points:

- **The Short Name is always STATE.** If you want to find an agency to make payment to, type “STATE” in the short name. When the Search Results appear, click on ‘Name 1’ to sort them in alphabetical order.
 - If you try to search for an agency by Name 1, be sure to use the % sign with the most important word in the name, like “%land” for Land Dept. or “%library” for the State Library. Vendor Registry recommends using the short name search instead.
- **If an agency vendor is set up for IDB payment, the default location will be for IDB’s only.** This location is set up as “ACH”, even though payment does not really go through a bank, but through internal posting in general ledger.
 - When the IDB default location is pulled into a voucher, the payment method says “GE” or “Giro-EFT.” This will inform the voucher enterer that an IDB payment will be made.
- **If you are paying a state agency that is not an IDB,** choose a different location in your voucher. If there is no other option for paying that state agency, contact Vendor Registry at spovendor@nd.gov and ask them to add a location for payment by check.